



COMPLAINT LODGEMENT FORM

PLAINTIFF TO COMPLETE (Complete all the required fields and attach supporting document / evidence if any)

NAME:

DATE:

MOBILE NO.:

COURSE: (IF ANY)

INTAKE:
(IF ANY)

STUDENT ID:
(IF ANY)

EMAIL:

What is the nature of the complaint/s?

(Please tick the most appropriate box/es and/or provide other adequate information in the space provided below)

- 1. Lack of resources/facility/materials for training
- 2. Harassment and/or violence portrayed by staff and/or student
- 3. Quality of teaching/training provided by my teacher and/or trainer is below my expectation and/or as per advertised
- 4. Other (please provide additional information in the space provide below)

STUDENT DECLARATION:

I have read and understood the Global College Australasia Complaints Policy and I declare that the other party to the complaint may be contacted in an attempt to resolve the issue.

I agree that Global College Australasia may conduct independent evaluation checks and that I may be requested to submit further information upon request or attend a meeting to discuss this matter further.

I declare that all information given by myself in this document are true and accurate. I understand that deliberate provision of false information may lead to academic sanctions post investigation. Furthermore, if deliberate provision of false information is proven in this complaint post investigation, the plaintiff may be liable to fees incurred in processing and investigating the matter.

You may decide to remain anonymous by ticking the box below and the college will not release any of your information during the process while addressing the complaint.

Please tick the box if you wish to remain anonymous

STUDENT'S SIGNATURE:

DATE:



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 East Perth Western Australia 6004
 Webpage: www.globalcollege.edu.au
 IT Support: itsupport@globalcollege.edu.au

GLOBAL COLLEGE AUSTRALASIA®
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General Enquiry: 1300 886 340
 Marketing & Admissions: 0448 465 445
 Allure Café: 0490 490 170
 Facebook: facebook.com/GlobalCollegeAustralasia
 Student Support: studentsupportfd@globalcollege.edu.au
 Marketing & Admissions: admissions@globalcollege.edu.au
 Allure café: manager@allurecafeperth.com.au (WBT Query)

MANAGEMENT USE ONLY

Post the formal investigation, based on the evidence gathered, the Principal Executive Officer has deemed this complaint as:

SUCCESSFULLY CONCLUDED

REQUIRED FURTHER INVESTIGATION

NO FURTHER ACTION NEEDED

Date:

Initial:

Date:

Initial:

Date:

Initial:

Course of action to be taken (If any):

JAMES RAYNE
 PRINCIPAL EXECUTIVE OFFICER

SIGNATURE

DATE:

ADMINISTRATIVE USE ONLY

VETTRAK has been updated:

YES or NO

Student personal file has been updated:

YES or NO

Student has been notified:

YES or NO

Date this form has been fully processed: